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## OFFICE OF PUBLIC INSTRUCTION

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### ***DRIVERS***

1. Place your cursor over "Data Entry" and you will see the choices that are available to you. Click on "Bus Driver Certification" to see all driver information in the state. You can retrieve driver data by searching for either the person's name or Social Security Number. Once a new driver is entered into the system, no one can see the social security number (SSN), plus it won't print on the reports.
2. The state is in the process of changing to a driver's license number and not using the SSN for identification in applications like this program. You will receive more information about the SSN as progress is made.
3. The Bus Driver Certification Screen will allow districts to find a driver by typing the drivers "Last Name, First Name" in the "Name" cell. If the person is in the data file, it will show up in a yellow box followed by the City where the driver lives. The action buttons are "Edit, Delete, Assign to a School System (SS), Create an updated TR-35, Save or Cancel".
4. The bottom of the screen has the driver information including the expiration dates available to update. Check to make sure that everything is accurate, update as needed and click "Save".
5. To add a new driver, click "Add Driver" which will bring up a blank data entry screen. Make sure that all information is accurate. The payment still looks at the Social Security Number to tie the driver to the route so that number must be accurate. Always remember to "Save" any updates or additions to the Data File.
6. Additions of new drivers and changes to existing drivers will generate a report that goes to OPI to alert Maxine to watch for the paper copies of TR-35's.
7. To view the updated TR-35, just click the TR-35 Button. If the form doesn't appear, you may have to change the POP-UP blocker for this application. Click on Tools at the top of the page. Click on "Turn off Pop-up Blocker". Some applications say "Allow Pop-Up from the OPI site." Either will allow the TR-35 to come up on the screen.
8. To Print the Document, click the Printer Icon just under the word "Pupil".
9. **THE LAW REQUIRING DISTRICTS TO SUBMIT PAPER COPIES OF THE TR-35 HAS NOT CHANGED.** Once the document is printed, please make copies for your file, the driver, the county superintendent and the OPI.